

Helpful Hints for Filling out NOAA Grant Application Forms for CRP Grants

(updated 07-01-05)

The information provided below is intended to supplement the instructions provided with the federal grant application forms. This information should decrease common errors and confusion when filling out federal grant applications for the *NOAA Community-based Restoration Program only*. In FY 2006, this includes Community-based Habitat Restoration Projects and Marine Debris Program grants. Electronic application submission through Grants.gov is the primary application method for the Community-based Restoration Program. The one-time registration process *may take up to two weeks*, and needs to be started early. Only under extenuating circumstances will paper applications be accepted. Please call the CRP contacts listed in the FFO if you wish to submit a paper application.

Standard Forms and Other Required Documents

Grants.gov will provide the following forms:

- SF-424: Application for Federal Assistance
- SF-424A: Budget Information for Non-Construction Programs
- SF-424B: Assurances - Non-Construction Programs
- SF-LLL: Disclosure of Lobbying Activities (If Applicable)
- CD-511*: Certifications Regarding Lobbying; and
- CD-346* : Applicant for Federal Assistance

*Applications recommended to the NOAA Grants Management Division to receive awards will be required to complete the **CD-511** and **CD-512**, and may be required to submit the **CD-346** in order to receive an award, however they are not required at the time of initial application submission.

- CD-512: Certifications Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower-Tier Covered Transactions (Remains with Recipient)

You will need to attach the following to your Grants.gov application

- Project Narrative, including Budget Narrative
- Project Summary, as described in the FFO
- Curriculum vitae (CV) or resume (of primary project personnel only)
- Site location map of the project area
- A letter documenting private landowner or public land manager support

SF424 (2003 version):

1. Type of Submission: All CRP and MDP restoration projects are **Non-Construction Applications** (even though they may have construction elements)
2. Date Submitted: Must be on or prior to postmark date listed in Federal Register Notice
3. Date Received By State: (leave blank)

4. Date Received By Federal Agency: (leave blank)
5. Applicant Information: Legal Name of Organization or Agency and DUNS number. Address, Name and Phone (include fax and email if available) of the primary contact person.
6. Employer Identification Number
7. Type of Applicant - choose one
8. Type of Application - Almost all applications are **New**.
9. Federal Agency: NOAA National Marine Fisheries Service or NOAA Fisheries
10. Catalog of Federal Domestic Assistance Number: Habitat Conservation 11.463
11. Title: Short Descriptive Title - include location in title if possible
12. Areas Affected by Project
13. Proposed Project: Project period can be up to 24 months (i.e. 4/01/05 - 3/31/07) for CRP, and 18 months for MDP.
 - a. **Start Date**: Must be the **first day** of the month (include month, day and year)
 - b. **End Date**: Must be **last day** of the month (include month, day, year)
14. Congressional District: see <http://www.congress.org/congressorg/home/>
 - c. Applicant's District
 - d. Project's District
15. Estimated Funding: All matching dollars must be cash or in-kind **non-federal** funds available during the project period stated on the application. **Enter full dollars only.**
 - a. Federal: Total dollar amount you are requesting from the CRP for the project
 - b. Applicant match
 - c. State match
 - d. Local match - local government
 - e. Other
 - f. Program income - not usually applicable
 - g. Total: Total of the lines above
16. Is application subject to review by state executive order 12372: The CRP is covered by E.O. 12372. Please check with your state government or planning office or see the website <http://www.whitehouse.gov/omb/grants/spoc.html> to determine if your state requires submission of the application for state review. If your state does, check "a. Yes." If not, chose "b. No" and *check the bottom box*.
17. Is the applicant delinquent on any federal debt?
18. Name, title, telephone, *original or electronic* signature of authorized representative, date signed.

SF424A - Budget Information - Non-Construction Programs

Enter full dollars only on this form.

Section A - Budget Summary

1.
 - a. Grant Program: Habitat Conservation
 - b. Catalog of Federal Domestic Assistance Number: 11.463
 - c.&d. Estimated Unobligated Funds: leave blank unless submitting a continuation application under a 3-year partnership award
 - e. Federal: Total federal dollars requested from the CRP for this project
 - f. Non-federal: Total dollars and in-kind match to be used during project period
 - g. Total- Should match the total on the 424

- 2-4. Typically left blank
- 5. e.- g. Add totals

Section B - Budget Categories

- 6. Object Class Categories (a-k): Federal dollar expenditures and non-federal match dollars and in-kind should be separated out by object class. List the federal dollars by object class in column (1) and the non-federal matching contributions by object class in column (2). Add the totals on the right (column 5) and across the bottom (row k). Include the following additional information in the budget narrative:
 - a. Personnel: include salary, wage, and hours or % of time committed to project of each person by job title
 - b. Fringe Benefits: should be identified for each individual. Must be described in detail if the rate ≥ 35 % of the associated salary.
 - c. Travel: provide a breakdown of travel costs totaling $\geq \$5,000$ or 5 % of award. Include destination, duration, type of transportation, estimated cost, number of travelers, lodging, mileage rate and estimated number of miles, and per diem.
 - d. Equipment: Equipment is any single piece of non-expendable, tangible personal property $\geq \$5,000$, that has a useful life of \geq one year (i.e. truck, copy machine).
 - e. Supply: can be any supplies needed for the restoration or administration work. A detailed explanation is required for any supply costing more than \$5,000 or 5% of the award. Equipment that is less than \$5,000 / piece is considered by the federal government as a supply
 - f. Contractual: list each contract or subgrant as a separate item, give cost breakdown and describe products/services to be obtained by the contractor.
 - g. Construction: only charge construction costs for construction of buildings (i.e. green house, educational center). All other project related construction costs should be contractual labor.
 - h. Other: list items, cost, and justification for each expense
 - i. Total direct charges
 - j. Indirect charges: To use line (j) to claim indirect charges an indirect cost agreement with the federal government must already be established. Applicants will be limited to the amount of indirect costs stated in the Federal Register Notice. A copy of the indirect cost agreement should accompany your application. If the applicant does not have a current negotiated rate and plans to seek reimbursement for indirect costs, documentation necessary to establish a rate must be submitted within 90 days of receiving an award. If no agreement has been arranged, indirect costs can be incorporated into other line items (i.e. fringe benefits, other) as long as they are justified in the budget narrative.
 - k. Totals of direct and indirect charges
- 7. Program Income: Will the award generate income for the program?

Section C - Non-Federal Resources

8.
 - a. Grant Program: Habitat Conservation 11.463
 - b. Applicant non-federal match
 - c. State non-federal match
 - d. Other sources of non-federal match
 - e. Totals
- 9-11. Typically left blank
12. Add Totals: Total non-federal match must match non-federal match on the SF424 and the SF424A pg 1.

Section D - Forecasted Cash Needs

13. Federal Forecasted Cash Need: Estimate how much federal project funds would be needed each quarter.
14. Non-federal Forecasted Cash Need (same as above for non-federal expenditures)
15. Total Federal and Non-federal cash need

Section E - Budget Estimates of Federal Funds Needed For Balance of the Project

- 16.- 22. Not applicable for projects up to 24 months.

SF424B - Assurances - Non-Construction Programs

- Read, sign, and date by authorized official

CD 511 (Certifications Regarding Lobbying)

- Add the **Place of Performance** (Street address, city, county, state, zip code) on page 2 of the form.
- Read, sign, and date by authorized official
- Can be submitted at a later date for applicants that are recommended for funding

CD-512 (Certifications Regarding Lobbying- Lower Tier Covered Transactions)

- Read, sign, and date by authorized official
- **Do not send to NOAA!** This form is to be retained in applicant's files.

SF LLL (Disclosure of Lobbying Activities)

- Read, sign, and submit if applicable
- Can be submitted at a later date for applicants that are recommended for funding

CD-346 (Applicant for Federal Assistance)

- Required for the following entities: Non-profit Organizations, Sole Proprietorship, Partnerships, Corporations and Joint Venture. Can be submitted at a later date for those applicants that are recommended for funding.

Budget Narrative:

All applications must have a detailed budget narrative explaining and justifying the federal and the non-federal expenditures by object class. The budget narrative must accurately describe the budget breakdown of Section B (Budget Category) of the 424A form. For clarification and simplicity, it is best to discuss each expense by object class in the order they appear on the SF424A. Indicate whether or not expenditures are federal or non-federal in nature. Include the dollar amounts in the discussion and how the dollar amounts were derived. A spreadsheet with federal and matching expenditures can also be included but is not required. Matching funds for the project must be available and used during the stated project period and cannot be used to match other awards.

Example Budget Narrative:

Personnel (Federal Share), \$5,250

John Doe, engineer, will provide 120 hours of work at \$25/hr for designing and planning the fish way passage on Thompson Brook. Total: \$3,000

Alice Doe, biologist, will provide 1 ½ months at \$1,500/month of technical support, field work, and project coordination. Total: \$2,250

Personnel (Non-federal Share), \$6,600

Administrative support that includes accounting, filing, developing outreach materials and coordinating volunteers will be carried out by Mary Smith, Save the Ocean's current administrative assistant. Mary will dedicate 300 hours at \$15.00/hr to this effort. Total non-federal in-kind match: \$4,500

Fifty volunteers will be recruited to plant riparian vegetation at two sites along Thompson Brook. It is estimated that the volunteer work will take 4 hours per person for a total of 200 volunteer hours at \$10.50 / hr. Total non-federal in-kind match: \$2,100

Fringe Benefits (Federal Share), \$787.50

Save the Ocean's fringe benefit rate is 15% of salary. \$450 are for benefits for John Doe and \$337.50 for Alice Doe. Fringe benefits go toward FICA, medical and dental insurance, retirement and disability. Total: \$787.50

Fringe Benefits (Non-federal Share), \$675

Fringe benefits for Mary Smith, 15%, to cover health insurance, FICA, retirement and disability. Total: \$675

Travel (Federal), \$2,385

Travel funding will be required for volunteers and biologist to travel to and from the Thompson Brook site and transport vegetation and gravel to site. Fifty volunteers will be transported in five rental vans (\$55/day) for three days totaling \$825. Mileage expense will be charged at \$0.33 /mile for an estimated round trip of 200 miles / van. (Mileage total: \$330). Total rental and mileage: \$1155

Alice Doe, biologist, will be presenting papers on the project progress, techniques and completion at a major fisheries restoration conference (to be determined). Estimated airfare (\$800), lodging (2 nights, \$100/night, total lodging \$200), food (\$40/day, total \$80), and car rental and gas (\$150). Total conference travel:\$1,230

Travel (Non- federal) - none**Equipment (Federal) - none****Equipment (Non-federal), \$15,000**

The Town of Little Rock will purchase an Alaskan Steep Pass ladder (value \$15,000) for the completion of the Thompson Brook fish way passage project. Total equipment: \$15,000

Supplies (Federal), \$7,840

Four-hundred birch, fir and willow trees (\$2,000) and 1,000 native riparian plants (\$3,340) will be purchased to re-vegetate 15 stream miles of riparian habitat along Thompson Brook. Total: \$5,340

Two hundred pounds of gravel (\$1,000) will be purchased and distributed by volunteers to restore and enhance salmon spawning habitat in Thompson Brook upstream from the fish way project. Total: \$1,000

A laptop computer will be purchased to record fisheries counts and fish passage data in the field prior to and after completion of the fish passage project. Vegetation plot data and surveys will be recorded and analyzed using the laptop computer. Total: \$1,500

Supplies (Non-federal), \$4,000

Save the Ocean will purchase \$2,000 in software for the lap-top computer to collect and analyze fisheries and wetland survey data. Total: \$2,000

Save the Ocean will purchase gloves, soil, fertilizer, buckets, rakes, spades, and other supplies necessary for volunteers to plant the trees and riparian plants along Thompson Brook. Total: \$2,000

Contractual (Federal), \$10,000

One contractor* will be hired to install the Alaskan fish way ladder during June - September 2002. It will require two trained engineers at \$62.50/hr for 80 hours of installation work. Total: \$10,000

Contractual (Non-federal) - none

Other (Federal) - none

Other (Non-federal), \$250

Save the Ocean will cover the cost of cell phones, office phones, and local and long-distance charges for arranging and coordinating volunteer involvement. Total: \$250

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| Total Direct Charges: | Federal: | \$26,262.50 |
| | Non-federal: | \$26,525.00 |

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|--------------------------------|---------------------|---------------|
| Total Indirect Charges: | Federal: | \$0.00 |
| | Non-federal: | \$0.00 |

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|-----------------------|---------------------|--------------------|
| Total Charges: | Federal: | \$26,262.50 |
| | Non-federal: | \$26,525.00 |

* Note: awardees must ensure that any contracts reflect applicable federal, state, and local laws.